



State of Utah
Department of Public Safety
RENEWAL APPLICATION FOR BAIL BOND RECOVERY LICENSE

RENEWAL APPLICATION
INSTRUCTIONS

WHO MAY APPLY

You may apply for a bail enforcement license if you are:

- at least 21 years of age, and
- a citizen or legal resident of the United States
- of good moral character

WHERE TO APPLY

Bureau of Criminal Identification
3888 West 5400 South
Taylorsville, UT 84129

HOW TO APPLY

Complete the attached application by typing or clearly printing in ink. Attach all documentation required as outlined in the instructions. Every application must be signed prior to being submitted.

COST TO APPLY

- An application fee of **\$150** for a Bail Enforcement Agent.
- An application fee of **\$100** for a Bail Recovery Agent or Bail Recovery Apprentice.

The application fee is non-refundable and must be included with your application. The Bureau will accept cash, check, money order or credit cards. Name and address must be imprinted on check. Credit card payment **must include the 3-digit control number from the back of the card**. We only accept VISA and MASTERCARD. Make check or money order payable to the **Utah Bureau of Criminal Identification**. There will be a \$20.00 service charge for returned checks.

DO NOT SEND CASH IN THE MAIL

WHAT MUST ACCOMPANY THE APPLICATION

● **IDENTIFICATION:**

Photocopy of your driver's license or state issued identification card

● **PHOTOGRAPH:**

One recent color photograph of passport quality, measuring 2"x2".

● **TRAINING:**

Every renewal applicant will be required to complete eight hours of continuing classroom instruction.

Four of the eight hours of continuing classroom instruction as required by Subsection 53-11-111(2) shall be provided by the bureau (BCI). A course completion certificate is required to be attached to this application. The remaining four hours of continuing classroom instruction are left to the discretion of the licensee. Documentation showing proof of completion is required.

● **CARRYING A FIREARM:**

If you intend to carry a firearm while acting in a bail enforcement capacity, you **must** possess a valid Utah concealed firearm permit and complete an additional firearms training course approved by the Department of Public Safety. A copy of your course completion certificate must accompany this application (if this is your first time obtaining authorization to carry a firearm). If renewing the firearms authorization, a copy of your Utah concealed firearm permit must be attached with this application.

DOCUMENTATION OF YOUR EXPERIENCE AND QUALIFICATIONS

● **Bail Bond Recovery Agency**

The applicant must apply for and meet the qualifications for licensure as a bail enforcement agent.

WORKERS COMPENSATION INSURANCE:

If you are a bail enforcement agent who intends on operating a bail bond recovery agency, a current copy of your workers compensation insurance must accompany this application and the applications of your employees.

● **Bail Enforcement Agent**

The applicant must submit documentation showing at least **2,000** hours of bail enforcement/recovery experience.

NOTE: All documentation must include exact detail as to the nature of the experience. The total number of hours claimed must be verified in writing, by the applicant's present or past employers. If unable to obtain certification of experience from an employer, written certification from persons other than the employer covering the same subject matter may be considered by the board.

● **Bail Recovery Agent**

The applicant must submit documentation showing at least **1,000** hours of bail enforcement/recovery experience. **A bail recovery agent may work as an employee of or as an independent contractor with a bail bond recovery agency. A bail recovery agent may not directly provide services for members of the public, advertise his services, employ or hire.**

NOTE: All documentation must include exact detail as to the nature of the experience. The total number of hours claimed must be verified in writing, by the applicant's present or past employers. If unable to obtain certification of experience from an employer, written certification from persons other than the employer covering the same subject matter may be considered by the board.

● **Bail Recovery Apprentice**

An applicant who does not meet the experience requirements listed above may apply for a bail recovery apprentice license. **A bail recovery apprentice must work under the direct supervision of a bail enforcement agent or bail recovery agent. A bail recovery apprentice may not directly provide services for members of the public, advertise his services, employ or hire.**

ADMINISTRATIVE RULES

● Prior to submitting your application, please take time to review the administrative rules regarding the regulation of bail bond recovery and enforcement agents. The administrative rules are located on the Bureau website:

<http://publicsafety.utah.gov/bci/bail>

UTAH PUBLIC MEETING NOTICE

● Upcoming Bail Bond Recovery Licensure Board Meetings are listed on the Utah Public Meeting Notice website. To access the information go to: <http://utah.gov/pmn/index.html>

APPLICATION PROCESSING

● Applications will be accepted from 8:00 a.m. until 5:00 p.m. Monday – Friday at the Bureau office. You may also apply by mail.

● Once the Bureau receives an application, a background check will be conducted.

● The processing of an application may take up to 90 days. To avoid delays, an applicant should submit complete and accurate information.

● Application packets that are received or completed less than 7 days prior to a scheduled board meeting will not be considered by the board until the next regularly scheduled board meeting.

● The application will then be reviewed by the Bail Bond Recovery Licensure Board. The Board approves or denies all applications.

SURETY BOND INFORMATION

A bail enforcement surety bond in the amount of \$10,000 is required. The bond should reference sections 53-11-115 and 53-9-109, and must remain in force throughout the license period.

RENEWAL NOTICES

Renewal notices will **NOT** be mailed out, therefore it is the licensee's responsibility to ensure their licenses are renewed prior to expiration.



Utah Code Ann. § 53-11-121 allows a bail enforcement agent or bail recovery agent to wear or display a badge of a design approved by the Bail Bond Recovery Licensure Board. A bail enforcement agent or bail recovery agent may obtain a badge from any source, so long as it is identical to the badge depicted on the bureau's website and complies with the following specifications:

- (i) the badge must be 2.55 inches high and 2.66 inches wide;
- (ii) the badge must be in the shape of a five point star on a circle;
- (iii) the star must be gold in color and the circle must be silver in color;
- (iv) the center of the star must be black in color and contain a seal with the phrase "Liberty & Justice For All";
- (v) the text of the badge must be written in block lettering and must be black;
- (vi) the silver circle must contain two panels with writing to indicate whether the agent is a bail enforcement or bail recovery agent; and
- (vii) the badge must contain two gold panels with writing to indicate the word "Utah" on the top panel and the agent's license number on the bottom panel.

A bail enforcement agent or bail recovery agent may only display the badge if the agent is wearing an item of clothing that identifies whether the agent is a bail enforcement agent or bail recovery agent. The item of clothing must contain the words "bail enforcement agent" or "bail recovery agent" written on both the chest and back and must meet the following requirements:

- (i) the writing on the back must be at least two inches in height;
- (ii) the writing on the chest must be at least one half of an inch in height; and
- (iii) the writing must be in a color that contrasts with the color of the item of clothing.

Bail Recovery Apprentices are not authorized to display a badge or wear distinctive clothing as outlined above.



State of Utah
Department of Public Safety
RENEWAL APPLICATION FOR BAIL ENFORCEMENT LICENSING

Your application will ***not*** be processed unless this form is completely filled out, all applicable questions have been answered, and the required forms and documentation attached. Submit the appropriate fee as indicated below. Checks, money orders, and credit cards must be made payable to "Utah Bureau of Criminal Identification". Please do not send cash in the mail.

Bureau Use Only

FEES ARE NON-REFUNDABLE. Please read all instructions prior to completing this form. TYPE OR PRINT IN INK.

☐ **Bail Bond Recovery Agency**

☐ **Bail Enforcement Agent \$150**

☐ **Bail Recovery Agent \$100**

☐ **Bail Recovery Apprentice \$100**

In accordance with section 53-9-115 of the Utah Code, late fees will be assessed if an application is not received on time. A renewal will not be granted if the application is received more than 90 days after the expiration of your license. **There will be a late fee of \$50.00 for Enforcement Agent or \$30 for Recovery or Apprentice if expired more than 30 days.**

Are you applying for firearms authorization? ☐ Yes ☐ No

If "yes" include the appropriate documentation with your application

Note: If you are applying for a firearms authorization, you will need to obtain a Utah Concealed Firearm Permit.

NAME _____ BAIL LIC # _____
(Last) (First) (Middle)

DATE OF BIRTH _____ PLACE OF BIRTH _____ SOCIAL SECURITY# _____

PREVIOUSLY USED NAME (S)(Maiden, etc.) _____

ADDRESS _____
(Street) (City) (County) (State) (Zip)

MAILING ADDRESS _____
(Street) (City) (County) (State) (Zip)

HOME PHONE _____ WORK PHONE _____ DRIVER LIC#/STATE _____ / _____

HEIGHT _____ WEIGHT _____ EYE COLOR _____ HAIR COLOR _____ SEX _____ RACE _____

WHAT IS YOUR CITIZENSHIP? _____ ALIEN REGISTRATION # OR INS REGISTRATION # _____

ALL APPLICANTS: Please answer "Yes" or "No" to all questions below. A complete criminal background check will be conducted. If you answer "Yes" to any question, attach documentation explaining your answer.

- | | |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever been convicted of a felony? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever been convicted of any act involving illegally using, carrying, or possessing a dangerous weapon? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever been convicted of any act of violence or an act involving the threatened use of violence? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever been convicted of any act constituting dishonesty or fraud? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever been convicted of any act involving moral turpitude? (i.e., theft, shoplifting, sex crimes etc.) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever been convicted of the unlawful use of narcotics or other controlled substances? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever been convicted of a DUI or similar conviction? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever been convicted of impersonating a peace officer? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you currently on probation, parole, community supervision, or named in an outstanding arrest warrant? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you currently employed as a peace officer or correctional officer either full time or part time? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever been licensed in another state or jurisdiction to conduct bail enforcement work? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | If previously licensed, was disciplinary action ever taken against your license? |

Provide the name, address and telephone number of the bail bond recovery agency you will be working for. If you will be working for more than one agency, attach the additional agency information to this application. **Agency applicants need to provide the name in which they will be conducting business, the physical mailing address and the telephone number of that business.**

Agency Name _____ Is this your own agency? ☐ Yes ☐ No
Agency Address _____ Telephone # _____
Mailing Address _____

LETTER OF SPONSORSHIP

I _____ hereby agree to sponsor _____
Print name (Bail Bond Recovery Agent Owner/Operator) Print name (applicant)
as a ☐ bail recovery agent or ☐ bail recovery apprentice (**check which one applies**). I declare that I currently have a valid Utah bail enforcement agent license with the bail bond recovery agency designation issued by the Bureau. I certify that the above named person will work under my supervision and will not advertise his services, provide services as a licensee directly to the public, employ or hire as independent contractors bail enforcement agents, bail recovery agents, or bail recovery apprentices.

Signature Date License #

ALL APPLICANTS: Please read and sign the statement below:

I understand that it is a class B misdemeanor to knowingly and willfully provide false information on a concealed firearm permit application and may result in the denial of a permit pursuant to Utah Code Ann. § 53-5-704(14). I hereby declare under criminal penalty of the State of Utah that the information contained on this application is true and correct.

Executed on: _____ at _____
(Date) (Time)

(Signature)

METHOD OF PAYMENT (CHECK APPROPRIATE BOX) Payment enclosed (check or money order only) ☐ Credit Card ☐
Credit Card payment must include 3 digit control number found on back of the credit card. There is a \$20.00 service charge for any returned check.

Credit Card Signature _____ Zip Code Associated with Credit Card _____

Credit Card Orders: *Visa ☐ *MasterCard ☐

Card Number

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3 digit control #

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Expiration Date

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